

Introduction

The “How to Upload Attachments” Quick Reference Guide is designed to provide the minimum steps necessary in learning how to properly upload a file(s).

You can attach documents from a Header or Sub-tab level. It is recommended that you attach necessary files at the Header Level, which affects the entire bid.

Steps

Step 1:

While creating Bid Solicitations follow the steps below:

- Select the **Attachments Tab**.
- Click the **Add Attachment** button.

Note: When uploading your file, **DO NOT** include special characters in the file name, text fields, OR leave any blanks to avoid the attachment from uploading improperly. It is recommended to use **ONLY** letters & numbers.

Name	Description	Show Vendor	Attached By	Attached Date
STANDARD CONTRACT TERMS 03-21-14.doc	Standard Contract Terms	<input checked="" type="checkbox"/>	Isidra Chavez	10/08/2014

Step 2:

The **Add File** screen displays.

- Enter a **File Name & Description**.
- Click the **Browse** button.
- Select your file and upload your document.

Your Attachment is now saved.

Name	Description	Show Vendor	Attached By
STANDARD CONTRACT TERMS 03-21-14.doc	Standard Contract Terms	<input checked="" type="checkbox"/>	Isidra Chavez
Specs	Breathalyzer Testing	<input checked="" type="checkbox"/>	Isidra Chavez